



Job Title: <u>Legal Secretary</u>		Job Number: 1140
Job Classification: <u>Office / Clerical</u>		Physical Type # 1
Reports to: City Attorney	Department: Legal Services	Pay Grade: 218 Non-exempt

**PRIMARY DUTY:** Under basic supervision, performs a variety of legal secretarial, technical, and administrative functions to support the activities of the City Attorneys.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provides a variety of legal secretarial, technical support, and administrative duties for attorneys in the City Attorney's Office (CAO); performs duties within scope of authority and training, and in compliance with CAO policies; job duties may vary according to work assignment.
- Types, proofreads reviews, verifies and processes legal documents and correspondence.
- Collects and analyzes client and case information.
- Maintains case files, document logs, supporting documentation, and other legal files, and updates databases; identifies discrepancies and deficiencies in logs and documents and requests additional documents and information within scope of authority.
- Schedules interviews, trials, hearings, meetings, and attorney's calendar items; notifies clients as directed.
- Assists CAO attorney's preparations for trials and hearings; files legal documents according to court procedures and attorney instructions.
- Composes and creates letters, memoranda and legal documents from general direction, standard formats, copies, rough drafts, and dictation; prepares and edits confidential and sensitive legal documents and maintains confidentiality.
- Reviews, sorts and distributes mail; answering phones and accommodates walk-in clients; manages travel arrangements; coordinates and monitors assigned projects.
- Assists with preparation and processing of City Council agenda items, notices, and contracts; tracks action items through to implementation.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information.
- Performs other related and assigned duties as required.
- Driving is an essential.

**KNOWLEDGE AND SKILLS:**

**Knowledge:**

- City policies and procedures.
- Principles of record keeping, case files, and records management.
- Principles and protocols for the management of official documents and court records.
- Legal system and law enforcement agency procedures and terminology
- Legal research methods, techniques, sources, databases, and other research tools.

**Skill in:**

- Preparing and maintaining accurate records and generating reports.
- Creating legal, professional, and technical correspondence.
- Reading legal documents and extracting relevant information.
- Prioritizing work assignments to meet time constraints.

- Entering information into a computer system with speed and accuracy.
- Operating a personal computer utilizing standard and specialized software.
- Following verbal and written instructions.
- Communicating effectively verbally and in writing.

#### **MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent is required; AND two years of secretarial experience, preferably in a legal office.

#### **LICENSE AND CERTIFICATION:**

- Must possess a valid Texas Driver's License.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activities of this position include:
  - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
  - Reaching - Extending hand(s) and arm(s) in any direction.
  - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
  - Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
  - Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
  - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
  - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
  - Grasping - Applying pressure to an object with the fingers and palm.
  - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
  - Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
  - Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
  - Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position:
  - Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- The visual acuity requirements including color, depth perception, and field vision:
  - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The conditions the worker will be subject to in this position:
  - Work is performed primarily in an office setting or well-lit, temperature-controlled working environment.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties, and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

### **Job Description Acknowledgement**

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

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Employee's Signature

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Date

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Employee's Printed Name

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Employee Identification Number